



Solicitation Information
March 28, 2013

RFP #7461368

**TITLE: STATE FISCAL AGENT – FISCAL & COORDINATION
SERVICES – EVIDENCE-BASED PROGRAMS IN HEALTH
SETTINGS PROJECT**

SUBMISSION DEADLINE: APRIL 25, 2013 AT 11:00 AM (ET)

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at gail.walsh@purchasing.ri.gov no later than **April 11, 2013 @ 12:00 midnight (ET)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**Gail Walsh
Chief Buyer
State of Rhode Island Division of Purchases**

Vendors must register online at the State Purchasing website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for LETTERS of INTEREST #7460212
Charter School Technical Assistance

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to act as a state fiscal agent to provide fiscal and coordination services for Supporting Evidence-based Programs in Health Settings Project, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST for LETTERS of INTEREST
Supporting Evidence-based Programs in Health Settings Project

Background/Overview

Standardized developmental screening is an important part of the well child care of all children. It is recommended as best practice by the American Academy of Pediatrics: Bright Futures Guidelines for children. It is a required component of the EPSDT guidelines for Rhode Island that children receive standardized developmental screening at 9 months, 18 months, and 30 months during their well child visits. This screening must be completed using a standardized screening tool.

The practice of using standardized tools to conduct developmental screening at particular points in a child's life results in early identification of issues that can then be addressed to ensure optimal developmental outcomes. Issues identified through such screening include: developmental delays; cognitive delays; social emotional health issues; such as self-regulation, compliance; speech and language delays, and parenting challenges.,

The Rhode Island Department of Education (RIDE) and the Rhode Island Department of Health (HEALTH) are working together to support primary care providers to conduct developmental screening using standardized tools and follow up to this screening. This work includes providing support to primary care providers to implement systems of standardized developmental screening to identify the needs of the patients and their families in care. Primary care providers will also be supported to provide resources to meet the needs of their patients as identified through screening.

This contract will assist the state in providing resources to primary care providers to implement electronic systems of developmental screening using standardized tools and awarding funding to primary care practices to address the identified needs of their patient populations by allowing primary care providers to apply for funding for evidence based interventions which would meet the needs of their patient population.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

Scope of Work

Tasks

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. This involves developing an application process and monitoring grants for community-based efforts that engage primary health-care providers to provide or link their patients to evidence-based interventions addressing early literacy, social-emotional development and family engagement in children's healthy development and learning. In addition, the organization will provide funding to primary health-care providers in order to purchase hardware and software to support electronic, standardized developmental screening. The selected vendor will work collaboratively with RIDE and HEALTH staff to manage the federal resources to ensure completion of the following tasks and deliverables:

- Recruit providers and promote participation.
- Create and disseminate directory of evidence based practices that support primary care providers to address the needs of patients and their families in their care that have been identified through standardized screenings.
- Develop grant application, review and award protocol with RIDE and HEALTH staff.
- Hire a part time (approximately 5 hours/week) consultant who will act as an expert to the project as well as the liaison to the physician community. This consultant will act as a champion of the work and assist in highlighting the importance of standardized screening as well as work with the primary care community to assess the impact of implementing screening.
- Hire a part time contract manager to implement grant application/review/award protocol developed with RIDE and HEALTH staff and to work with primary care providers to track and monitor the impact of implementing any evidence based practice.
- Provide funding to purchase and implement electronic, standardized developmental screening in primary care provider settings (e.g., purchase software and hardware) (We anticipate supporting approximately 117 primary care providers per year to adopt electronic screening systems.)
- Award and monitor grants to support the implementation of evidence based practices in/through primary care settings. Examples:

Parent Education and Support

Examples: Incredible Years, Reach out and Read, Nurturing Parents

Primary Care

Example: Co-location of mental health and primary care for specified number of hours per week

- Provide quarterly fiscal reports to RIDE for each project documenting hours, services purchased, and other information as necessary

Deliverables

Task #	Deliverable	Deadline
1	Directory of evidence based practices	3 months post award
2	Identify and hire a consultant who will act as an expert to the project as well as the liaison to the physician community.	3 months post award
3	Identify and hire a part time contract manager to implement grant application/review/award protocol developed with RIDE and HEALTH staff and to track and monitor the impact of	3 months post award

	implementing any evidence based practice	
4	Award and monitor grants to support the implementation of evidence based practices through primary care settings.	6 months post award ongoing through remainder of contract
5	Provide funding to implement electronic systems for standardized developmental screening in primary care settings	6 months post award ongoing through remainder of contract
6	Quarterly fiscal reports to RIDE for each project documenting hours, services purchased, and other information as necessary	Immediately upon execution of contract and ongoing through remainder of contract.

Additional Contractor Requirements/Qualifications

- **Proven Experience:** Demonstrate a successful history of responsible coordination and fiscal management of projects with (at a minimum) the same scope and responsibilities as outlined in this LOI.
- **Fiscal Capacity:** Employ or plan to hire a fiscal staff member with a proven track record for responsible budget management. This staff member will be responsible for keeping track of expenditures.

Terms of the Contract

The Contract will begin **upon issuance of a state purchase order (approximate May 2013)** and end **December 31, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE reserves the right to align the contract with the state fiscal year end, even if the activities are scheduled to end at an earlier date. RIDE retains the option of granting a time extension of up to **12 months** with additional funding if available and if the level of work is expanded by mutual written consent.

Cost Proposal/Terms of Payment

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Proposals should allocate at least 60% of the total grant to supporting evidence based practices. Approximately 30% of the total grant should be used to support the consultant and contract manager and to provide grants to purchase hardware and software for electronic screening. Research indicates the likely cost for providing funds for 352 providers to purchase and implement electronic screening over the course of three years will be between \$250,000 and \$260,000. Cost proposals must fall within the range below for each period as follows:

FY 2013	Up to \$330,800
FY 2014	Up to \$511,200
FY 2015	Up to \$561,100
FY 2016	Up to \$280,700

The total cost of the state contract for Rhode Island Supporting Evidence-based Programs in Health Settings Project is not to exceed **\$1,683,800**. The total for administrative costs may not exceed 10% of the total grant and applicants are encouraged to submit proposals which reflect competitive administrative rates.

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please include in original proposal only.**

Deliver to:

Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

5. In addition to multiple hard copies of proposals required, vendors shall provide one (1) copy of their technical proposal and one (1) copy of their cost proposal in electronic format (CD-ROM). Microsoft Word/Excel or PDF format is preferable.

Technical Proposal Required Elements

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

- | | |
|--|-------------|
| • Contractor understanding of the Issues | (10 points) |
| • Work Plan | (10 points) |
| • Capacity of the Agency Effectively to Administer Project | (25 points) |
| • Quality of Key Personnel (including Curriculum vitae) | (25 points) |
| • Proven Experience with Fiscal Management | (10 points) |
| • Cost Proposal | (20 points) |

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

APPENDIX A
BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Salary and Fringe Benefits	0	0	0	0
2. Consultant	0	0	0	0
3. In-State Travel	0	0	0	0
4. Out-of-State Travel	0	0	0	0
5. Printing	0	0	0	0
6. Office Expense	0	0	0	0
7. Telephone	0	0	0	0
8. Educational Materials	0	0	0	0
9. Equipment	0	0	0	0
10. Data Processing	0	0	0	0
11. Rental	0	0	0	0
12. Other	0	0	0	0
13.	0	0	0	0
14.	0	0	0	0
15.	0	0	0	0
16.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost	0	0	0	0
TOTAL	0	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE WITH FRINGE \$	NUMBER OF HOURS	SALARY & FRINGE TOTAL \$
TOTAL REQUEST				

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies,
educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST

Appendix B

Evidence Based Practices

Primary Care Practice Based Interventions

- On site mental health consultation
- Reach out and Read

Community based Parent Education:

- Incredible Years Parent Education
- VIPP